

Library Board Minutes

Date: March 12, 2020

Time: 5:30 p.m.

Place: West Fargo Public Library

Lodoen Community Center, 215 3rd St. East, West Fargo, ND

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, Larry Schwartz, and Eric Gjerdevig. Also attending, Carissa Hansen, Library Director, Mary Jo Moorhead, library staff, Sara Engler, Access Services Manager, Kirsten Henagin, Adult Services Manager, Ellen Rossow, Communication Specialist, and Joy Greger, library staff.

Absent: None.

1. Call to Order:

-Rerick called the meeting to order.

2. Approval of Agenda:

-Schwartz motioned to approve the Consent Agenda. Anglin seconded. Consent Agenda approved.

Consent Agenda-Approve the Following:

A. Approval of the February 13, 2020 minutes.

B. Approval of the financial report and bills.

Regular Agenda:

1. Hansen introduced two new library employees: Kirsten Henagin and Ellen Rossow.

2. Board discussed Coronavirus and how it would affect the library.

- a. More than likely in a couple of weeks the department heads in the city will be told to work from home. Other city entities may be kept open but with a reduced staff. This is all subject to change depending on circumstances.
- b. Hansen and the service managers have been meeting to talk about how to keep things running. They have been talking about doing some online programming. Staff will still get paid if they cannot come in and do their job.
- c. Library is cleaning regularly and the public toys have been pulled.
- d. Rerick stated that the Board has confidence that Hansen will make any and all needed decisions for the health and safety of the library and the public. Haring offered Board's assistance if needed.

3. Discussion of City building procurement project and RFI

- a. Hansen summarized the discussion from the last meeting
- b. Hansen told the Board about a meeting she had with the City.
- c. Timeline for RFI is 45 days with a target date of August 2023 for completion of building project. John Shockley asked for any pertinent data from the library. He will then will draft goals for the RFI assessment. Shockley stated that its focus should be on outcomes and goals and not be bogged down with too many specific requirements.
- d. Hansen created an outline of details that would affect the type of building significantly.
- e. Rerick wanted to talk broadly about the RFI. She asked if the library is locked into whatever is decided at the end of the RFI. Hansen stated that no it is not.
- f. Haring asked if there would be a conflict if the library put in two RFI's: one with the city and library in one building and one with the library as an independent building. Hansen stated that she will make it clear that she would like both options investigated.
- g. Schwartz asked who will get the RFI. Gjerdevig stated that a lot of developers will get the information. Tina Fisk will be the point person on distributing the information. The library can choose who to give information to as well.
- h. Rerick asked if the Folkway agenda item for the Commission Meeting should be a priority right now. Hansen said that she was not sure and that the Commission may only cover what is essential at this time. The start date with the contract may be able to be delayed.
- i. Board made it clear that Hansen has their full support.
- j. Rerick asked if the library had plans if the Board was unable to meet if the library was closed. Hansen stated that they will think about it and come up with a plan.

4. Strategic Planning Update

- a. Hansen went over the SWOT analysis that the staff did at their last meeting.
- b. Staff and expertise were common themes of strength. Building and space were weaknesses. Youth and businesses were listed as opportunities. People's perceptions of the library were listed as threats.
- c. Anglin asked about internal resources needed and competition with other City departments lines of the analysis. Hansen talked about basic services, such as custodial support, that are lacking in the library right now.
- d. Hansen thought about looking into custodial services and adding that to the 2021 budget.
- e. Board discussed other items from the analysis.
- f. Hansen proactively set up a meeting with Folkways for Friday, March 27.
- g. At the next staff meeting there will be talk about internal values.

5. Fine amnesty for National Library Week (April 19-25) (action)

- a. Schwartz moved to approve the waiving of fines during this week. Gjerdevig seconded. Motioned approved.

6. Discussion of fines as a revenue source in 2021

- a. Hansen would like the Board to consider the elimination of fines. The library took in about \$5,000 in fines last year.
- b. Board discussed the pros and cons of fines.
- c. Hansen talked about studies that have determined that fines do not incentivize people to return items. She also talked about how since fines have already been removed children's items and the new ILS the automatically renews items the revenue from fines will probably decrease substantially.
- d. Schwartz moved that the library waive fines from now through the month of April. Haring seconded. Motion passed. The Board will reevaluate whether or not to extend this at the April meeting. There will be a press release to notify the public of this.

7. Director's Report

- a. Hansen submitted the library's annual report to the State. Next, she will create a more narrative annual report.
- b. Hansen hopes to have a draft budget proposal soon. Priority areas will be staffing with two new librarian positions, professional development resources, youth areas, possible alternatives to the book vending machine, and custodial help.
- c. Hansen is part of the Complete Count Committee. Library is thinking of having Open House events across the city. The staff is preparing and training to help people that come in to use the computers.
- d. Upcoming programs: Legos and Board Games March 13, Luck of the Irish on March 17, and Pete the Cat Stem Story time on March 21.

8. Adjournment: The next meeting is April 9, 2020 at 5:30 p.m. Gjerdevig moved to adjourn the meeting. Schwartz seconded. Meeting adjourned.